

Administration

Hours of Work, Tours

**Headquarters
Department of the Army
Washington, DC
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Unclassified

SUMMARY of CHANGE

AR 1-3

Hours of Work, Tours

Administration

Hours of Work, Tours

By Order of the Secretary of the Army:

E. C. MEYER
General, United States Army
Chief of Staff

Official:

J. C. PENNINGTON
Major General, United States Army
The Adjutant General

History. Not applicable.

Summary. This revision updates hours of

work and the list of DA agencies in the national Capital Region.

Applicability. This regulation applies to all elements of the Active Army in the NCR. It does not apply to the Army National Guard or US Army Reserve.

Proponent and exception authority. Not applicable.

Army management control process. Not applicable.

Supplementation. Local limited supplementation of this regulation is permitted, but is not required. If supplements are issued, HQDA agencies and major Army commands will furnish one copy of each to the Director, Space and Building Management Service-Washington, Office of the Secretary of the Army; other commands until furnish one copy of each to the next higher headquarters.

Interim changes. Interim changes to this

regulation are not official unless they are authenticated by The Adjutant General. Users until destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested Improvements. The proponent agency of this regulation is the Office of the Secretary of the Army. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to Director, Space and Building Management Service-Washington, Office of the Secretary of the Army, WASH DC 20310.

Distribution. *Active Army:* To be distributed in accordance with DA Form 12-9A, requirements AR, Administration-A MAWDC Only.

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Appendix A. Hours Of Duty, page 2

*This regulation supersedes AR 1-3, 15 September 1976.

RESERVED

1. Purpose.

This regulation prescribes opening and closing hours, establishes tours of duty, and furnishes guidelines for weekend and holiday staffing of DA agencies in the National Capital Region (NCR). The NCR includes the District of Columbia; Montgomery and Prince George's Counties, Maryland; Arlington, Fairfax, Loudon, and Prince William Counties, Virginia; and the cities of Alexandria and Falls Church, Virginia.

2. Applicability.

This regulation applies to all elements of the Active Army in the NCR. It does not apply to the Army National Guard or US Army Reserve.

3. Hours of work.

a. General

(1) The Administrative Assistant to the Secretary of the Army approves hours of duty for DA agencies in the NCR in coordination with DOD and GSA.

(2) The head of an agency or activity may prescribe other hours for individual employees and establish shifts when required by operations. One of the following criteria will be met:

(a) Current or proposed hours of duty do not begin or end during the periods 0700 to 0930 or 1530 to 1800.

(b) The proposed change affects less than 50 employees, unless the change will apply to additional employees (bringing the total to 50 or more) within a 3-month period.

(c) The element is located on a military installation, and personnel are quartered at the same place.

(3) If an element with more than 50 employees intends to relocate within the NCR and continue its same hours of duty, a request for approval must be submitted. This request will include any adverse effect of the additional personnel on established traffic patterns.

(4) All tours of duty will be announced in writing at least 2 weeks before effective date of the change.

b. *Procedures.* Requests for changes in hours of work will be sent through channels to the Administrative Assistant, Office of the Secretary of the Army (OSA), well in advance of the proposed effective date. OSA offices and serviced activities will send their requests through the Resource Management Office. Army Staff agencies will forward requests through the Staff Management Division, Office of the Chief of Staff. Requests will contain the following data:

(1) Number of people affected. Valid reasons for the change and results to be achieved.

(2) Coordination with parent and other Government agencies that may be affected by the change, with employee organization officials, and with control and service agencies for the building involved. For example: traffic, security, transportation, cafeteria, GSA Public Buildings Service, and parking. The DOD Building Administrator will serve as the central point for coordination with control and service agencies.

c. *Schedule of hours.* The elements listed in the appendix will observe the hours shown. Agencies not listed will continue their existing hours of work. (See para 3a for proposing any change in hours.)

4. Tours of duty.

a. The basic tour of duty for full-time employees normally is five 8-hour days per week, Monday through Friday; lunch periods are excluded. Lunch periods, when employees are free of duty, are not to be considered duty time for pay purposes. When required by agency operations, a basic tour other than Monday through Friday may be prescribed by the agency head. Tours will consist of 40 hours within the period 0001 hours Sunday through 2400 hours the following Saturday.

b. Supervisors are encouraged to make minor adjustments for arrival and departure of employees who use carpools or mass transit.

c. Supervisors also will assure that employees complete their

basic tours of duty. Management practices will be used to assure that arrival, departure, and lunch periods are not abused.

d. Part-time employees will work not less than 4 hours a day. Vocational office training employees may work 3 hours a day but not less than days a week.

5. Flexitime.

a. There are two types of flexitime in the Federal Government. One has been tested by some agencies over the past several years and is described in c below. The other is the credit hour flexitime. This type is the product of the Federal Employees Flexible and Compressed work Schedules Act of 1978. This law and implementing bulletins from the Office of Personnel management have allowed selected agencies to test credit hour flexitime for the period 29 March 1979 through 29 March 1982. However, agencies are no longer allowed to start credit hour flexitime. Requests for the first type of flexitime program may still be submitted as shown in c below.

b. Flexitime is divided into two components: core time and flexible time. Core time is that part of the scheduled work hours during which all employees must be present. Flexible time is that part of the scheduled work hours within which employees may choose times of arrival and departure.

c. Requests to take part in the flexitime program must be submitted as outlined in paragraph 3b. The following additional data are required:

(1) Description of flexitime proposal.

(a) Core period duration.

(b) Time of lunch period.

(c) Flexible band.

(d) Whether personnel may change reporting times daily, weekly, or monthly.

(2) Hours of duty before flexitime; number of personnel working each time period.

(3) Changes in actual reporting times expected from survey results or tested under flexitime.

(4) Number of persons using the following modes of travel before flexitime:

(a) Private vehicle-driving alone.

(b) Multiple passenger car pools.

(c) Buss or van pools.

(d) METRO vehicles.

(e) Other.

(5) Changes in mode of travel expected or experienced under flexitime.

(6) Hours during which full heating, ventilating, and air conditioning (HVAC) services are used. These are services charged to—

(a) Standard Level User Charges.

(b) Regular, in-addition-to Standard Level User Charges to be reimbursed.

(7) HVAC service hours extended because of flexitime, costs involved, and available funds.

8. Counties of personnel involved.

6. Weekend and holiday staffing.

a. Each agency head will prescribe staffing patterns for Saturdays, Sundays, and holidays to ensure that the least number of essential persons are on duty. A duty officer may be considered adequate.

b. A Sunday staffing schedule will be followed on holidays unless local conditions warrant a larger staff.

Appendix A Hours Of Duty

0700-1530

US Army Military Personnel Center (MILPERCEN) activities (Hoffman Bldgs.):

Officer Personnel Management Directorate:

- # Immediate Office of the Director
- ## Colonels Division
- ## Lieutenant Colonels Division
- ## Company Grade Combat Support Arms Division
- ## Officer Distribution Division
- ## Warrant Officers Division
- # Professional Development Division
- # Majors Division
- # Personnel Operations Division

Personnel Information Systems Directorate:

- ## Headquarters, DA Military Systems Division
- # Data Base Management Division
- ## Military Occupational Development Division
- Officer Personnel Records Division

Personnel Management Systems Directorate:

- ## Field Activities Division
- ## Evaluation Systems Office

Enlisted Personnel Management Directorate:

- Enlisted Personnel Management Division
- Enlisted Personnel Action Division
- Enlisted Training Division
- Enlisted Distribution Division

0700-1615 (staggered duty hours)

Officer Personnel Management Directorate, MILPERCEN (Hoffman Bldg) (except those listed elsewhere)

0700-1630 (staggered duty hours)

MILPERCEN activities (Hoffman Bldgs):

Personnel Management Systems Directorate:

- Immediate Office of the Director
- Plans and Systems Management Division
- Automation Management Office
- # Personnel Management Support Division

Personnel, Administration, and Support Office:

- Administrative Services Branch
- # Personnel Services Branch

Water Resources Support Center (Fort Belvoir)

0715-1545

Military Personnel Liaison Office, Military District of Washington (MDW) (Hoffman Bldg)

MILPERCEN activities (Hoffman Bldgs):

Enlisted Personnel Management Directorate:

- Combat Career Division
- Combat Support Career Division
- Assignment Control Division

Secretariat for DA Selection Boards, Personnel Management Systems Directorate

US Army Garrison, Arlington Hall Station

Figure A-1. Hours of Duty—Continued

0730-1600

Office of The Surgeon General (Pentagon)
Tri-Medical Information Systems Agency (Walter Reed Army Medical Center)
US Army Element, Joint Health Services Agency (Pentagon)
Office of The Adjutant General (TAGO) activities:
Deputy Commanding General (Hoffman Bldg)
Central Registry (Pentagon)
Services Division (Pentagon)
Club and Community Activities Management Directorate (Forrestal)
Administrative Management Directorate (Forrestal)
Casualty and Memorial Affairs Directorate (Forrestal)
Education Directorate (Hoffman Bldg)
Postal Directorate (Forrestal)
Community Support Directorate (Hoffman Bldg)
Resource Management Directorate (Pentagon)
Plans and Management Support Directorate (Pentagon)
Publications Directorate (Forrestal):
Distribution Counter (Pentagon)
Pentagon Branch, Editorial Control Division (Pentagon)
Reproduction Services (Pentagon)
Interservice Sport Committee Secretariat (Hoffman Bldg)
Morale Support Directorate (Hoffman Bldg)
Headquarters, US Army Courier Services (Hoffman Bldg)
Armed Forces Courier Service (Hoffman Bldg)
Institute of Heraldry (Cameron Station)
Armed Forces Explosives Safety Board, OSA (Hoffman Bldg)
DOD Wage Fixing Authority, OSA (Hoffman Bldg)
Intelligence Threat Analysis Center, OACSI (Arlington Hall Station)
902d Military Intelligence Group, OACSI (Pentagon)
FORSCOM/TRADOC Liaison Offices (Pentagon)
US Army Criminal Investigation Command (Nassif Bldg)
Cameron Station Activity, DSS-W (Cameron Station)
Engineer Automation Support Agency (McMillan Reservoir)
American Battle Monuments Commission (Forrestal)
US Army Medical Department Personnel Support Agency, OTSG (Buzzard Point)
US Army Materiel Development and Readiness Command
(DARCOM) activities (AMC Building):
Directorate for Security Assistance
Directorate for Materiel Management
Directorate for Readiness
Directorate for Plans, Doctrine, and Systems
Office of the Surgeon General
Office of Manufacturing Technology
Directorate for Battlefield Systems Integration
Director of Communications-Electronics
Office of the Inspector General and DARCOM Inspector General Activity
Nuclear-Chemical Office
Security Office
Directorate for Installations and Services
DARCOM Service Support Activity
MILPERCEN activities (Hoffman Bldgs):
Command Headquarters
Comptroller
Support Services Branch, Personnel, Administration, and Support Office
US Army Command and Control Support Agency, ODCSOPS (Pentagon)

0730-1615

Engineer Topographic Laboratory (Fort Belvoir)
Facility Engineer Support Center (Fort Belvoir)

Figure A-1. Hours of Duty—Continued

0730-1630

Army Library Division, USASCAF, MDW (Pentagon) (Staggered duty hours within this period to accommodate patrons.)
 Headquarters, Intelligence and Security Command (Arlington Hall Station)

0745-1615

Office of the Chief of Engineers (Forrestal and Pulaski Bldgs)
 ## Board of Engineers for Rivers and Harbors, OCE (Fort Belvoir)
 Army Council of Review Boards, OSA (Pentagon)
 US Army Physical Disability Agency, ODCSPER (Forest Glen)
 US Army Health Clinic (Pentagon)
 Computer Center, National Guard Bureau (NGB) (Columbia Pike Bldg)
 US Army Legal Services Agency (Nassif Bldg)
 Contract Appeals Division, USA Legal Services Agency (Columbia Pike Bldg)
 ## US Army Research Institute for Behavioral and Social Services, ODCSPER (AMC Bldg)
 # US Army Audit Agency (USAAA) (Pentagon)
 # Pentagon Audit Office, East Central District, USAAA (Pentagon and AMC Bldg)
 DARCOM activities (AMC Bldg):
 Directorate for Development and Engineering
 Directorate for Procurement and Production
 Directorate for Plans and Analysis
 Office of International Research and Development
 Office of the Command Counsel
 Public Affairs Office
 US Army Equipment Authorizations Review Activity
 Historical Office
 Directorate for Product Assurance
 ## Personnel Information Systems Directorate, MILPERCEN (Hoffman Bldg)
 NGB Army Personnel Center (Columbia Pike Bldg)
 Harry Diamond Laboratories (Adelphi, MD)

0745-1630

Armed Forces Institute for Pathology, OTSG (Walter Reed Army Medical Center)

0800-1630

Office of the Chief of Chaplains (Pentagon)
 Office of the Comptroller of the Army (Pentagon)
 Office of the Chief, Army Reserve (Pentagon)
 National Guard Bureau (Pentagon)
 # US Army Center for Military History, ODCSOPS (Forrestal) National Board for the Promotion of Rifle Practice, OSA (Forrestal) Military Traffic Management Command (Nassif Bldg)
 # US Army Management Systems Support Agency (Pentagon)
 NGB Technical Personnel Office (Columbia Pike Bldg)
 Statistical Clearance and Policy Division, HQ Administrative Systems Directorate, TAGO (Pentagon)
 US Army Civilian Personnel Center (Hoffman Bldg)
 ## Engineers Study Center, OCE (Brooks Lane, WASH DC)
 US Army Concepts Analysis Agency (Woodmont Ave, Bethesda, MD)
 US Army Audio Visual Agency (Pentagon)
 Coastal Engineer Research Center, OCE (Fort Belvoir)
 MDW activities (Pentagon, except as otherwise stated)
 DARCOM activities (AMC Bldg):
 Office of the Commanding General
 Office of the Comptroller
 Directorate for Personnel, Training, and Force Development
 Directorate for Management Information Systems
 Office of the Chaplain
 Safety Office
 Special Assistant's Office
 Equal Employment Opportunity Office
 Office of Project Management
 Office of Laboratory Development Command Management

Figure A-1. Hours of Duty—Continued

Headquarters, Civilian Personnel Office

0800-1730 (staggered duty hours)

Pentagon Education Center, MDW (Pentagon)

Pentagon Civilian Personnel Office, MDW (Pentagon)

0815-1645

Office of the Deputy Chief of Staff for Research, Development, and Acquisition (Pentagon)

Office of the Assistant Chief of Staff for Intelligence (Pentagon)

Office of the Deputy Chief of Staff for Operations and Plans (Pentagon)

Office of the Deputy Chief of Staff for Logistics (Pentagon)

Office of The Inspector General (Pentagon)

Office of The Judge Advocate General (Pentagon)

Office of the Deputy Chief of Staff for Personnel (Pentagon)

Director of Civilian Personnel, ODCSPER (Pentagon)

Office of the Chief of Staff, Army (Pentagon)

Office of the Chief of Legislative Liaison, OSA (Pentagon)

Office of the Assistant Chief of Engineers, OCE (Pentagon)

US Army Research, Development, and Acquisition Information Systems Agency, US Army Computer Systems Command, Washington Terminal (Pentagon)

Special Security Group, INSCOM (Pentagon)

Office of The Adjutant General, Executive Offices (Pentagon)

US Army Inspector General Agency (Pentagon)

Defense Supply Service-Washington, OSA (Pentagon)

US Army Computer Systems Selection and Acquisition Agency (Hoffman Bldg)

Ballistic Missile Defense Program Office (AMC Bldg)

Reserve Components Liaison Office, TAGO (Pentagon)

US Army Operational Test and Evaluation Agency (Columbia Pike Bldg)

Communication-Electronics Services Division, US Army Communications Command (USACC) and USACC Liaison Office (Pentagon)

HQ Administrative, Systems Management Information Systems/Control Division, TAGO (Pentagon)

0830-1700

Office of the Secretary of the Army (Pentagon)

Activities Requiring Shift Operation

OACSI Watch Teams (Pentagon)

Defense Post Office, TAGO (Pentagon) (admin hours 0800-1630)

US Army Communications Command (all buildings) General Officers Mess, OSA (Pentagon)

Defense Telephone Service-Washington, OSA (Pentagon) (admin hours 0800-1630)

US Army Management Systems Support Agency (Pentagon)

Notes:

Indicates units taking part in flexitime and alternate work schedules.

Indicates units taking part in flexitime program.

Figure A-1. Hours of Duty

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